

NMCMPS Requirements Tracking Module (RTM)

Lesson 3:
Actions at HQ

Steps in Requirements Tracking Module

- Level 1 – Prior to Manpower Claimant
 - Build Request (required, see Lesson 1)
 - Review Requirements (optional)
 - Internally Source (optional)
 - Submit Requirements (required)
 - Validate for Claimant (required)
 - Reject Requirements (optional)
 - Require additional information from Requestor (optional)
 - Cancel Requirements (optional)

Steps in Requirements Tracking Module

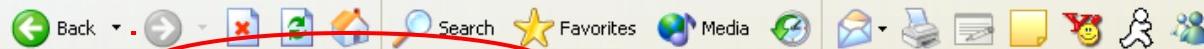
- Level 2 – Manpower Claimant
 - Review Requirements (optional)
 - Internally Source (optional)
 - Validate for Headquarters (required)
 - Require Additional Information from Requestor
 - Reject Requirements (optional)

Steps in Requirements Tracking Module

- Level 3 – Headquarters USN
 - HQ Action Officer Review of Requirements (required)
 - Review of requirements by various office codes at HQ (optional)
 - Require additional information from Requestor (optional)
 - Deny requirements
 - Approve Requirements

PURPOSE

- To provide step-by-step instructions for actions at Level 3, HQ
- HQ Action Officers
- HQ Reviewers
- HQ Approval



Address <https://www.ideamatics.net/beta/rtm/nmcmpsaccess/>

Go

Web Development System

Enter a UIC:

-Or-

Enter a SSN:

- Enter WEB site (NOTE: Production version has a different web-site)
- Enter SSN
- Select “Submit”

Kickoff2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Tools Help

Address https://www.ideamatics.net/beta/rtm/nmcmpsaccess/Default.aspx Go

Go Back

Select an SSN From the List

SSN Match Was Found

Click on the SSN to Select This Individual

SSN: **000000062**

Name: ACTION OFFICER HQ

Onboard UIC: 00011

Rank/Rate: ET1

Manpower Type: Enlisted (Active Duty)

• Click on the SSN

Done Internet

Requirement Tracking Module



Jurisdiction Report for ACTION OFFICER HQ

Selected Role Jurisdiction Information

UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

Requires Attention

Status	# Of Requirements
Validated To HQ	16

Status Summary

Status	# Of Requirements
Approved	144
Additional Info Required	1
Additional Info Required By Claimant	5
Denied	1
Expired	2
Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	5
Sourced	24
Sourced - Open in < 60 days	1
Sourced - Currently Open	56
Planned for Internal Sourcing	1

- Status Screen box appears.
- Note: Requires attention indicates those requirements that are in your ‘inbox’ for action
- NOTE: Only those requirements that have been “Validated To HQ” by a Manpower Claimant Validator will appear in this status box.

NMCMPs - Requirement Tracking Module - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/beta/rtm/AppHome.aspx>

Jurisdiction Report for ACTION OFFICER HQ

Selected Role Jurisdiction Information
UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

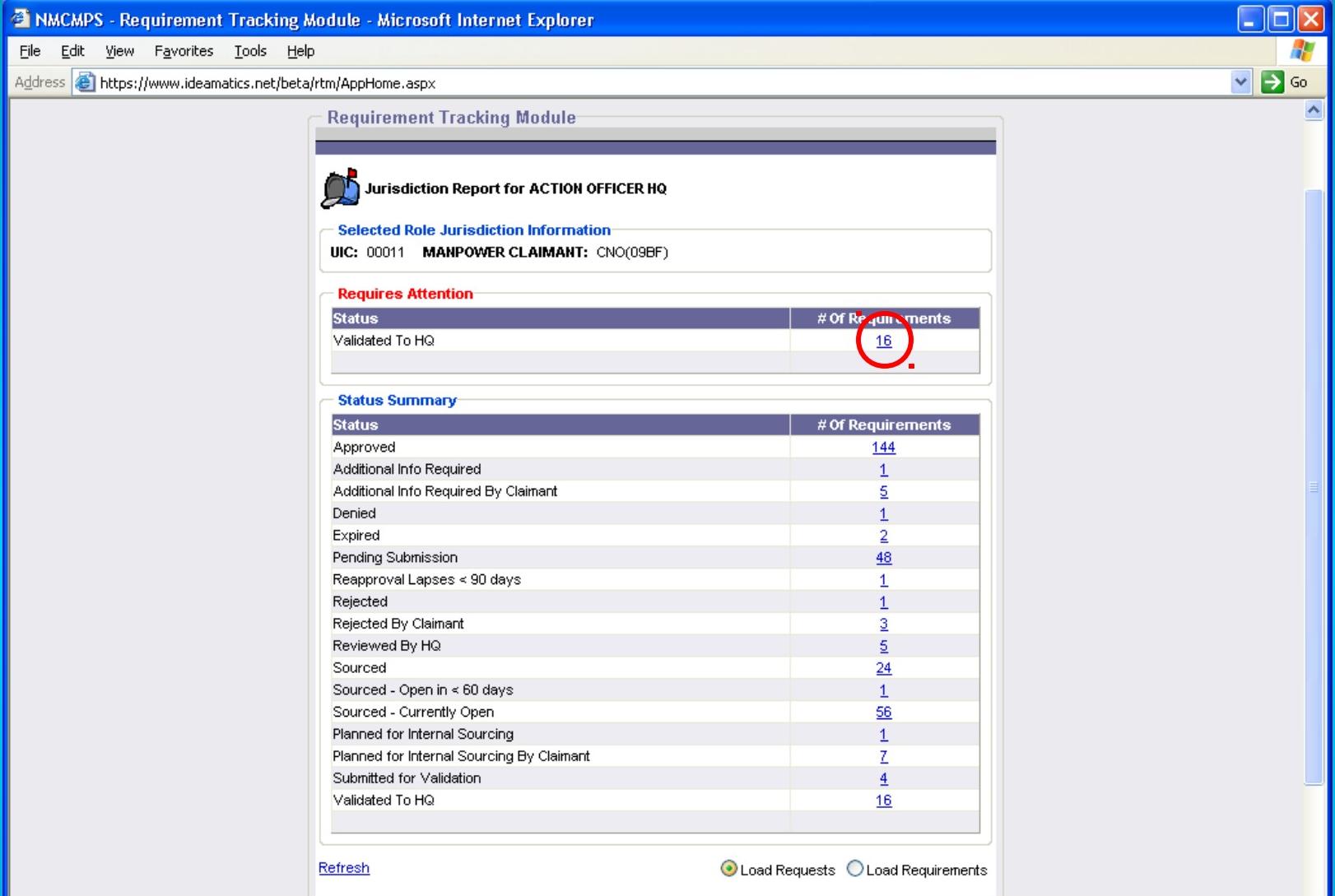
Requires Attention

Status	# Of Requirements
Validated To HQ	<u>16</u>

Status Summary

Status	# Of Requirements
Approved	<u>144</u>
Additional Info Required	<u>1</u>
Additional Info Required By Claimant	<u>5</u>
Denied	<u>1</u>
Expired	<u>2</u>
Pending Submission	<u>48</u>
Reapproval Lapses < 90 days	<u>1</u>
Rejected	<u>1</u>
Rejected By Claimant	<u>3</u>
Reviewed By HQ	<u>5</u>
Sourced	<u>24</u>
Sourced - Open in < 60 days	<u>1</u>
Sourced - Currently Open	<u>56</u>
Planned for Internal Sourcing	<u>1</u>
Planned for Internal Sourcing By Claimant	<u>7</u>
Submitted for Validation	<u>4</u>
Validated To HQ	<u>16</u>

Refresh Load Requests Load Requirements



- “Load’ the requirements, again, as discussed in earlier lessons. Click on the ‘hotlink’ number and the requirements will load.
- Again, can load at either “Request” level or IA “Requirement” level.
- Will load these 16 IA requirements at the requirements level.

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/beta/rtm/RequestBrowse6.aspx?mode=B&stat=VH&juris=1> Go

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer

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[Home](#) | [Build-A-Request](#) | [Requests](#) | [Requirements](#) | [Reports](#) | [Table Maintenance](#) | [User Admin](#)

Request Search/Filter

Command Criteria

UIC Type: UIC Code: ... Manpower Claimant: Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

[Search](#) [Clear Fields](#)

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
<input type="button"/> Select	1065	1	1065	68890	CNI	SYS ADMIN TE...	68890	CAPT SMITH	2004.03.
<input type="button"/> Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Note: The 16 IA requirements are contained in 2 Requests.



Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.ideamatics.net/beta/rtm/RequestBrowse6.aspx?mode=B&stat=VH&juris=1

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search **Clear Fields**

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
<input type="button"/>	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

• Again, can filter using Search/Filters.
• Example: Select COMPACFLT and then “Search”
• Grid now ONLY displays those requests that COMPACFLT is the Manpower Claimant

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.ideamatics.net/beta/rtm/RequestBrowse6.aspx?mode=B&stat=VH&juris=1 Go

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria

UIC Type: [dropdown] UIC Code: [text] Manpower Claimant: [dropdown] Has Jurisdiction

Request Criteria

CRI: [text] Created Date Begin Range: [text] Created Date End Range: [text]

Requestor Name: [text] Authorized By: [text]

Additional Criteria

Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor	UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
[+]	1065	1	1065	68890	CNI	COMPACFLT	SYS ADMIN TE...	68890	CAPT SMITH	2004.03.
[+]	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.	

• Another method to filter is to use the filters within the grid.
• Type COMPACFLT in the header line and hit “Enter”

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/beta/rtm/RequestBrowse6.aspx?mode=B&stat=VH&juris=1> Go

NMCMPs RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer

[Help](#) [Sign Out](#)

[Home](#) | [Build-A-Request](#) | [Requests](#) | [Requirements](#) | [Reports](#) | [Table Maintenance](#) | [User Admin](#)

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

[Search](#) [Clear Fields](#)

Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
<input type="checkbox"/>	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Notice that ONLY those requests with COMPACFLT as the Manpower Claimant are now displayed in the grid.

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Favorites Media Address <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=VH&juris=1> Go

Request Search/Filter

Command Criteria

UIC Type: UIC Code: ... Manpower Claimant: Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor	UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
	1104	1	1104	21847	COMPACFLT	REQUESTOR (... 21847		CAPT JONES	2004.04.	

- Can begin managing the requirements by selecting the request or can 'drill' down to the IA requirements in the grid by selecting the "+" sign.

[Back](#)Address Go

CRI:

Requestor Name:

Additional Crite

Contains Requir

[Search](#)[Clear](#)

Number of Rec

Drag a column

Request

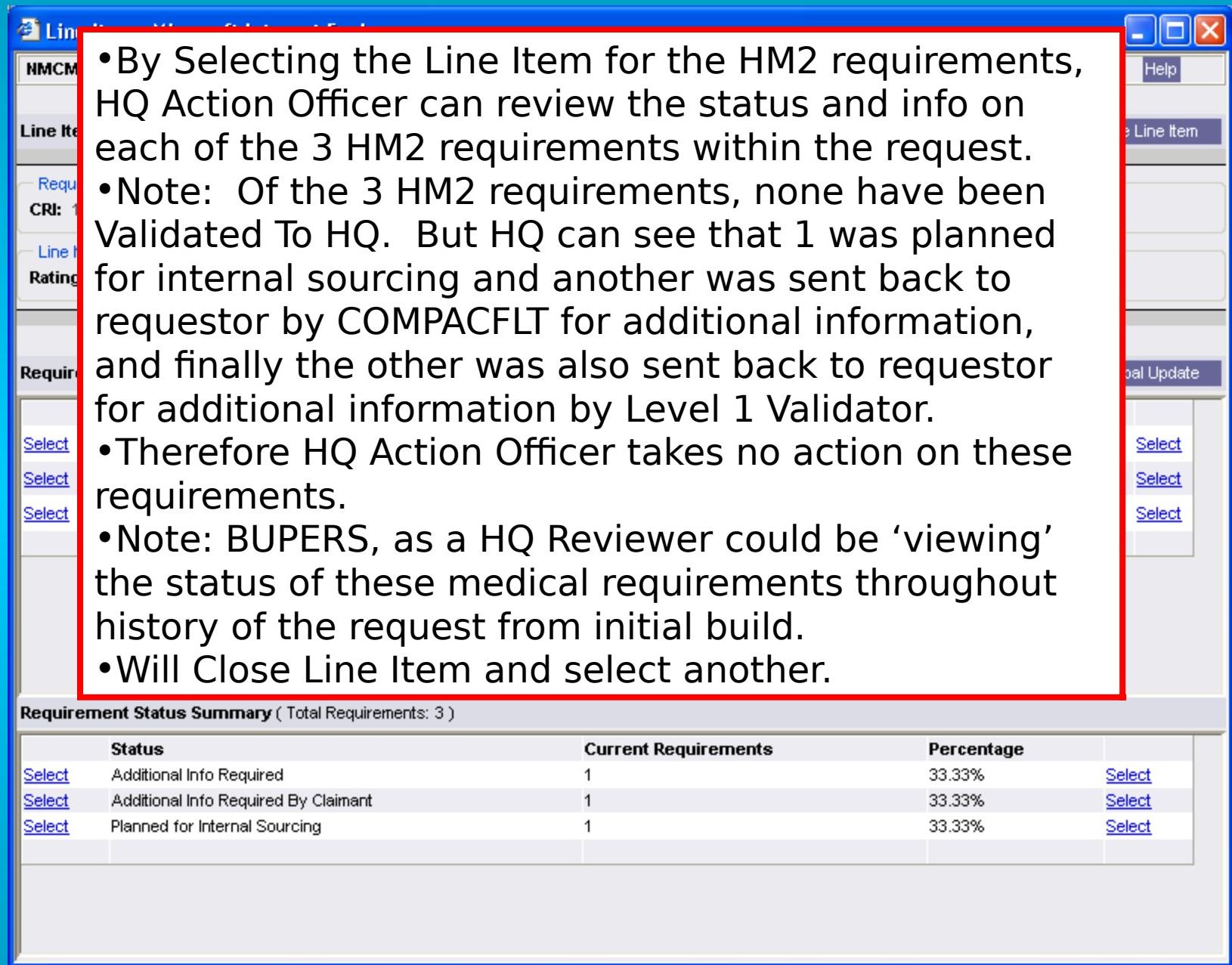
Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select 1	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.0
Line Items									
Select 2									
Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated			
Select 2	192	HM2		E5	3	2004.04.07			
Requirements									
Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Re	
Select 3	110626	EF-1104-0001	2004.06.01	2006.05.31		EF 1-1			
Select	110627	EF-1104-0002	2004.06.01	2006.05.31		EF 1-1			
Select	110628	EF-1104-0003	2004.06.01	2006.05.31		EF 1-1			
Select 193									
Requirements									
Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Re	
Select	110629	EF-1104-0004	2004.06.01	2006.05.31		EF 1-1			

Ready.

Loaded 1 of 1

Done

Internet

A screenshot of a software application window titled "Line Item Status". The window has a blue header bar with standard window controls (minimize, maximize, close). On the left, there's a vertical toolbar with buttons labeled "NMCM", "Line Item", "Requestor", "CRI: 1", "Line Item Rating", and "Requirement". Below these are three rows of buttons labeled "Select", "Select", and "Select". The main content area is divided into two sections by a red border. The left section contains a table titled "Requirement Status Summary" with one row: "Total Requirements: 3". The right section is a list of requirements with a "Select" button next to each. The requirements are:

- By Selecting the Line Item for the HM2 requirements, HQ Action Officer can review the status and info on each of the 3 HM2 requirements within the request.
- Note: Of the 3 HM2 requirements, none have been Validated To HQ. But HQ can see that 1 was planned for internal sourcing and another was sent back to requestor by COMPACFLT for additional information, and finally the other was also sent back to requestor for additional information by Level 1 Validator.
- Therefore HQ Action Officer takes no action on these requirements.
- Note: BUPERS, as a HQ Reviewer could be 'viewing' the status of these medical requirements throughout history of the request from initial build.
- Will Close Line Item and select another.

Requirement Status Summary (Total Requirements: 3)			
Status	Current Requirements	Percentage	Action
Select Additional Info Required	1	33.33%	Select
Select Additional Info Required By Claimant	1	33.33%	Select
Select Planned for Internal Sourcing	1	33.33%	Select

Request Browse - Microsoft Internet Explorer



File Edit View Favorites Tools Help

- Address Go
- Request Criteria
CRI:
Requestor Name
Additional Criteria
- Will select the by Line Item for 210X.
 - But first will expand view to IA requirement level
 - Then scroll across the screen in order to view the Current Status of these 2 medical requirements.

Contains Requirements with Status: Validated To HQ

Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.
Line Items									
Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated			
Select	192	HM2		E5	3	2004.04.07			
Select	193	AO3		E4	3	2004.04.07			
Select	194	111X		O2	4	2004.04.07			
Select	195	210X		O3	2	2004.04.07			
Requirements									
Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Req.	
Select	110636	EF-1104-0011	2004.06.01	2006.05.31		EF 1-1			
Select	110637	EF-1104-0012	2004.06.01	2006.05.31		EF 1-1			
Select	196	ABE2		E2	10	2004.04.07			

Ready.

Loaded 1 of 1



File Edit

Address

Request Cr

CRI:

Requestor N

Additional C

Contains Requirements with Status: Validated To HQContains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Sec. Clr.	CrisisCode	Status	Recall Status	Extract Date	Last Updated
	9FG	VH			2004.04.07
	9FG	VH			2004.04.07



Ready.

Loaded 1 of 1



Internet



Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://](#) Go

Request Criteria

Requestor Name: [] Authorized By: []

Additional Criteria

Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

Search Clear Fields

• Now “Select” the Line Item to take action on these 2 IA requirements.

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created	
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.	
Line Items										
Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated				
Select	192	HM2		E5	3	2004.04.07				
Select	193	AO3		E4	3	2004.04.07				
Select	194	111X		O2	4	2004.04.07				
Select	195	210X		O3	2	2004.04.07				
Requirements										
Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Req.		
Select	110636	EF-1104-0011	2004.06.01	2006.05.31		EF 1-1				
Select	110637	EF-1104-0012	2004.06.01	2006.05.31		EF 1-1				
Select	196	ABE2		E2	10	2004.04.07				

Ready.

Loaded 1 of 1



Internet

Line Item - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

Line Item Update Line Item Comments Audit Log Close Line Item

Request Information
CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

Line Item Information
Rating/Designator : 210X NEC/NOBC : Pay Grade: O3 Quantity: 2

Requirements (2 requirements) Refresh Grid Select All Clear All Add Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	Action
Select	EF-1104-0011	2004.06.01	2006.05.31					9FG		VH	2004.04.07	Select
Select	EF-1104-0012	2004.06.01	2006.05.31					9FG		VH	2004.04.07	Select

Requirement Status Summary (Total Requirements: 2)

Status	Current Requirements	Percentage	Action
Select	Validated To HQ	2	100.00% Select

- The Line Item screen appears.
- Notice again, that both requirements have been Validated To HQ for action.

Line Item - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

Line Item Update Line Item Comments Audit Log Close Line Item

Request Information
CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

Line Item Information
Rating/Designator : 210X NEC/NOBC : Pay Grade: O3 Quantity: 2

1

Requirements (2 requirements) Refresh Grid Select All Clear All Add Delete Global Update

2

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	Select
Select	EF-1104-0011	2004.06.01	2006.05.31					9FG		VH	2004.04.07	Select
Select	EF-1104-0012	2004.06.01	2006.05.31					9FG		VH	2004.04.07	Select

3

Requirement Status Summary (Total Requirements: 2)

Status	Current Requirements	Percentage	Select
Validated To HQ	2	100.00%	Select

•Select “Select All” (1)
•Check box indicates requirements have been selected.(2)
•Select “Global Update: (3)

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0

User: ACTION OFFICER HQ

UIC: 00011

Role: Action Officer

Help



Request Status: Validated To HQ

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Select the desired reviewers for this requirement:

- N095 (Director Naval Reserve)
- N097 (Chief of Chaplains)
- N09A (CHINFO)
- N09BL (Legal/OJAG)
- N132D8 (Linguists)
- N2/N131I (Intelligence)
- N2C (Dep Dir Cryptology)
- N34 (Naval Security Force)
- N44B (Sea Bees)
- N931 (Surgeon General/Burned)

Edit Status

Edit Requirement(s)

Save

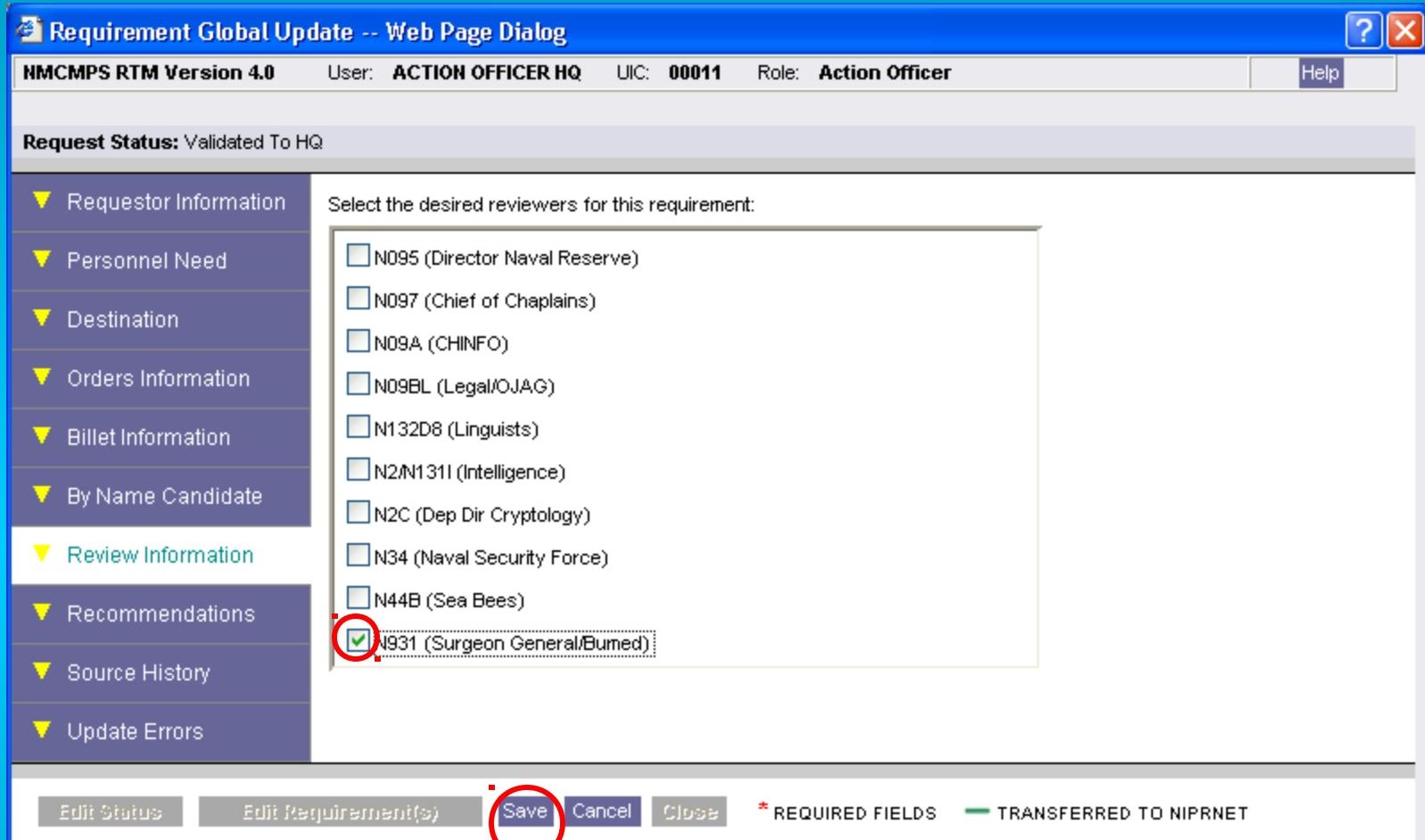
Cancel

Close

* REQUIRED FIELDS

— TRANSFERRED TO NIPRNET

- HQ Action Officer will review IA requirements.
- They may determine that another section at HQ should review requirement.
- Since these are medical requirements, HQ can ‘send’ to N931 for review
- NOTE: Office Codes available for selection is a table provided by HQ and can be modified at anytime.



- HQ Action Officer determines that N931 should review this requirement. Indicate by clicking in the box. A checkmark will appear.
- Then select “Save”

- Will now log off system as HQ Action Officer Role and log back into the system as HQ Reviewer Role in next screen.

Requirement Tracking Module**Jurisdiction Report for REVIEWER HQ****Selected Role Jurisdiction Information**

UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

Status Summary

Status	# Of Requirements
Approved	144
Additional Info Required	1
Additional Info Required By Claimant	5
Denied	1
Expired	2
Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	5
Sourced	24
Sourced - Open in < 60 days	1
Sourced - Currently Open	56
Planned for Internal Sourcing	1
Planned for Internal Sourcing By Claimant	7
Submitted for Validation	1
Validated To HQ	16

- Notice: There is NO “Requires Attention” Status box.
- HQ Reviewers must conduct a search of the requirements.
- Click on the “Validated To HQ” status (This is one of several ways)

- Reviewer at N931 will select “N931 (Surgeon General/BUMED)” in the Review Group.
- Then Search to return those requirements that have N931 marked as a reviewer by the HQ Action Officer.

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Requirement Criteria

Date Search Type: During Range Begin Range: End Range:

RTN: Crisis Code: Clearance: Billet Category:

NEC/NOBC: Rating/Desig: Pay Grade: Operation:

Paragraph: Line: JMD Billet

Additional Criteria

Status: Validated To HQ Review Group: N931 (Surgeon General/Burned)

Search | AdHoc Tool | Clear Fields

[Number of Records Found: 16.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
<input type="checkbox"/>	110429	EF-1065-0002	1065	1	68890	CNI	SYS ADMIN TE... 68890		
<input type="checkbox"/>	110633	EF-1104-0008	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
<input type="checkbox"/>	110634	EF-1104-0009	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
<input type="checkbox"/>	110635	EF-1104-0010	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
<input type="checkbox"/>	110636	EF-1104-0011	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		

Done | Internet

Requirement Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/beta/rtm/RequirementBrowse6.aspx?mode=A&stat=VH&juris=1> Go

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Requirement Search/Filter

• Notice the 2 requirements are displayed in the grid.
• N931 reviewer then selects “Select” to begin his review on each requirement.

Date Search Type: During Range Begin Range: End Range: RTN: Crisis Code: Clearance: Billet Category: NEC/NBBC: Rating/Desig: Pay Grade: Operation: Paragraph: Line: JMD Billet

Additional Criteria

Status: Validated To HQ Review Group: N931 (Surgeon General/Burned)

Search AdHoc Tool Clear Fields

Number of Records Found: 2.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
Select	110636	EF-1104-0011	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110637	EF-1104-0012	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		

Done Internet

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help

RTN: EF-1104-0011 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Validated To HQ

✓ Requestor Information
✓ Personnel Need
✓ Destination
✓ Orders Information
✓ Billet Information
▼ By Name Candidate
▼ Review Information
▼ Recommendations
▼ Source History

Final Recommendations
Component: Reserve Authority:

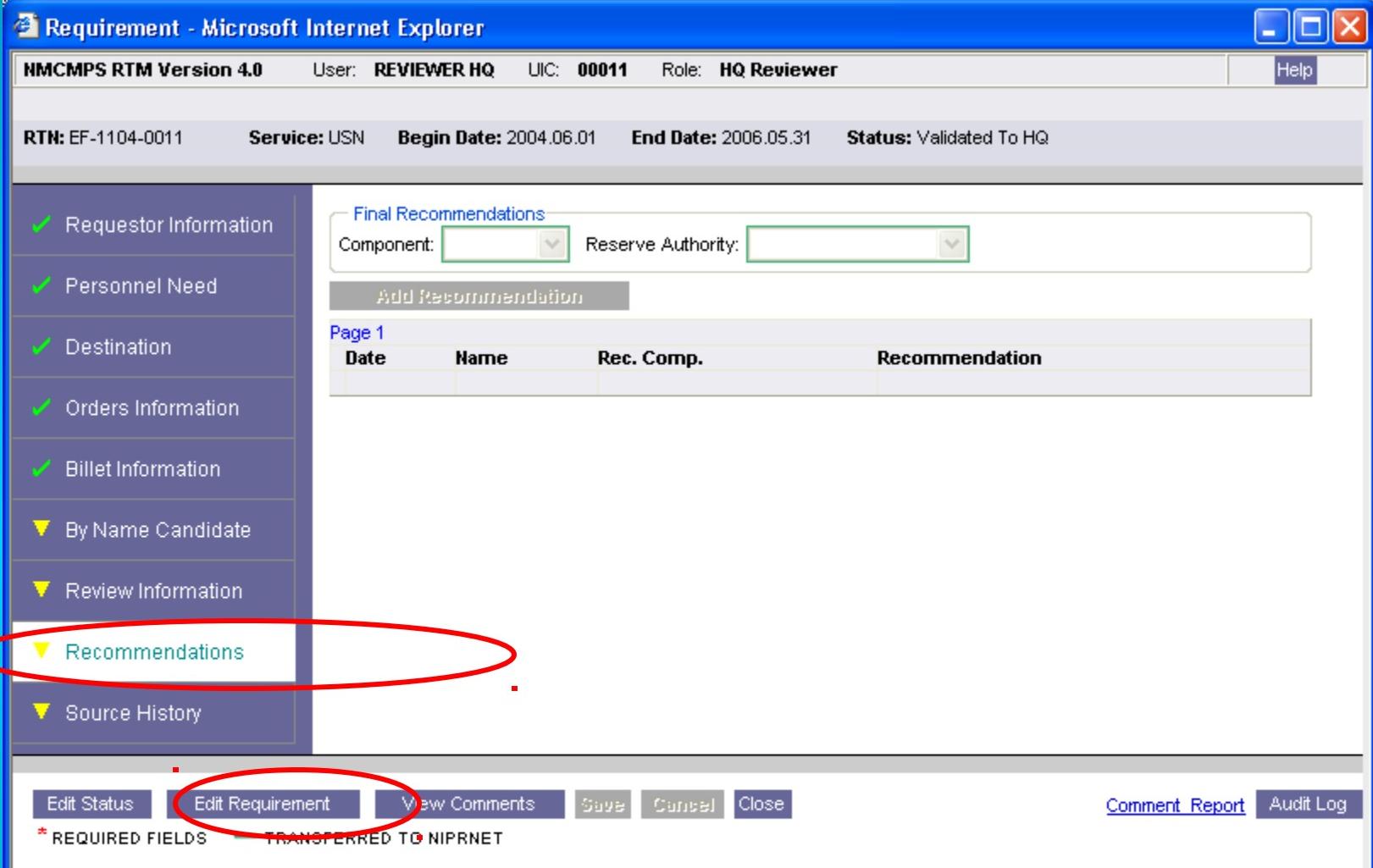
Add Recommendation

Page 1

Date	Name	Rec. Comp.	Recommendation

Edit Status Edit Requirement View Comments Save Cancel Close Comment Report Audit Log

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET



- Reviewer selects the “Recommendations” tab.
- Then selects “Edit Requirement”

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help

RTN: EF-1104-0011 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Validated To HQ

✓ Requestor Information
✓ Personnel Need
✓ Destination
✓ Orders Information
✓ Billet Information
▼ By Name Candidate
▼ Review Information
▼ Recommendations
▼ Source History

Final Recommendations
Component: Reserve Authority:

Add Recommendation

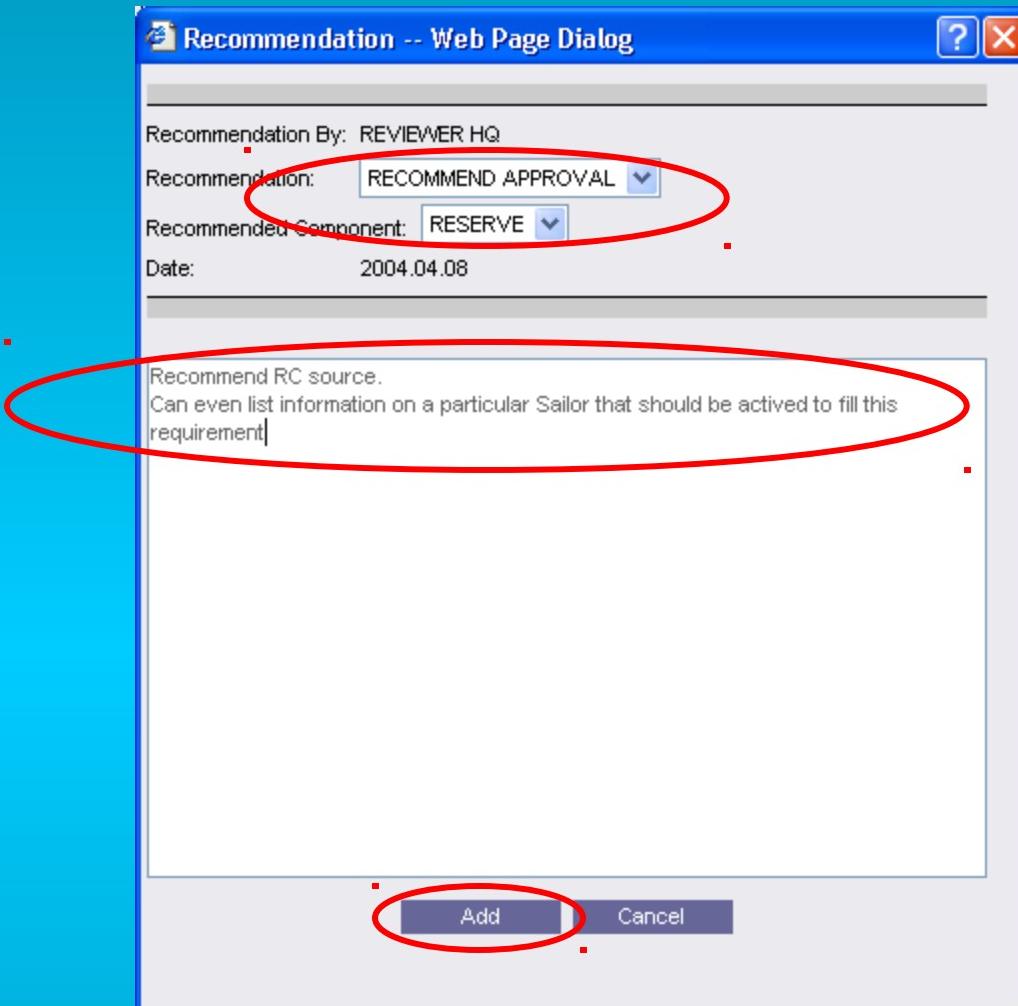
Page 1

Date	Name	Rec. Comp.	Recommendation
------	------	------------	----------------

Edit Status Edit Requirement Edit Comments Save Cancel Close Comment Report Audit Log

* REQUIRED FIELDS TRANSFERRED TO NIPRNET

•Select “Add Recommendation”



- Recommendation screen appears.
- Select “Recommend Approval” or “Recommend Denial”
- Select “ACTIVE” or “RESERVE” in Recommended Component
- Then make appropriate comments
- Select “Add”

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help

RTN: EF-1104-0011 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Validated To HQ

✓ Requestor Information
✓ Personnel Need
✓ Destination
✓ Orders Information
✓ Billet Information
▼ By Name Candidate
▼ Review Information
▼ Recommendations
▼ Source History

Final Recommendations

Component: [dropdown] Reserve Authority: [dropdown]

Add Recommendation

Page 1

	Date	Name	Rec. Comp.	Recommendation
Select	2004.04.08	REVIEWER HQ	RC	A

Edit Status Edit Requirement Edit Comments Save Cancel Close Comment Report Audit Log

* REQUIRED FIELDS → TRANSFERRED TO NIPRNET

- Notice now there is a recommendation in the “Recommendations” tab.

- Will now sign off as HQ Reviewer and sign back in under HQ Action Officer Role again.
- Will begin next screen after filtering on those requirements for COMPACFLT that have been validated for HQ. (were we left off earlier in lesson)

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=VH&juris=1 Go

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: ... Manpower Claimant: COMPACFLT Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

Search Clear Fields

Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Again, have 1 Request that has IA requirements that have been Validated To HQ for action.
- Select “Select”

- Select the 15 IA requirements that have been Validated To HQ for action.

CR# 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES [Create Approval Package](#)

Requestor Information

Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Submitted on Behalf Of Information

Name:
UIC : **UIC Name:**

Destination Information

Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	Select
Select	HM2		E5	3	Select
Select	AO3		E4	3	Select
Select	111X		O2	4	Select
Select	210X		O3	2	Select
Select	ARF?		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	Select	
Select	Additional Info Required	1	4.55%	Select
Select	Additional Info Required By Claimant	4	18.18%	Select
Select	Rejected	1	4.55%	Select
Select	Planned for Internal Sourcing	1	4.55%	Select
Select	Validated To HQ	15	68.18%	Select

- Again, as already discussed, can manage and review each individual requirement, or select numerous or all requirements for global update.
- Will “Select All”
- Then “Global Update”

Requirements (15 requirements) [Refresh Grid](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	Select
Select	EF-1104-0008	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0009	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0010	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0011	2004.06.01	2006.05.31					9FG	VH		2004.04.08	Select
Select	EF-1104-0012	2004.06.01	2006.05.31					9FG	VH		2004.04.08	Select
Select	EF-1104-0013	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0014	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0015	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0016	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0017	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0018	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0019	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0020	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select
Select	EF-1104-0021	2004.06.01	2006.05.31					9FG	VH		2004.04.07	Select

[Select All](#) [Clear All](#) [Delete](#) [Global Update](#)

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

Request Status: Validated To HQ

Requestor Information

Requestor Name: REQUESTOR (STENNIS)
UIC : 21847
UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:
UIC :
UIC Name:

Manpower Claimant: COMPACFLT
Authorized By: CAPT JONES
CRI: 1104

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- HQ Action Officer finishes reviews and selects “Edit Status” to take action on the requirement(s).

Status -- Web Page Dialog

Current Status: Validated To HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input type="checkbox"/>		Sourced: <input type="checkbox"/>
Canceled: <input type="checkbox"/>		

Refresh Save Close

- HQ Action Officer user can only indicate requirement has been “Reviewed” or send requirement back to requestor for “Additional Info Required”.

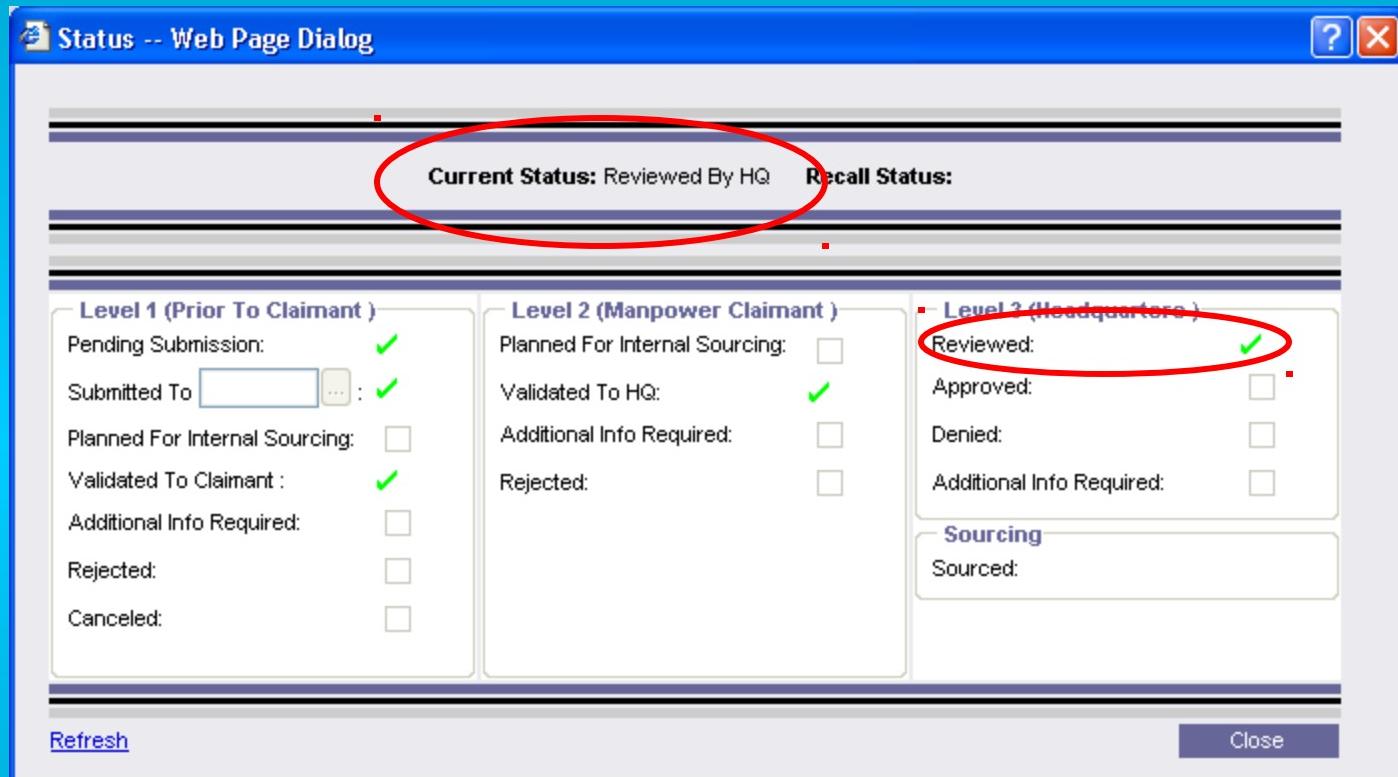
Status -- Web Page Dialog

Current Status: Validated To HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> ... : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#) [Save](#) [Close](#)

- If HQ Action Officer is ‘satisfied’ with validity of requirement and recommends approval, then indicates by selecting “Reviewed” then “Save”.



- Notice: Current Status immediately changes to “Reviewed by HQ”.
- The requirement is now in the inbox of the HQ Approver role in “Requires Attention” status.

- HQ Action Officer can also send the requirement back to the requestor by indicating “Additional Info Required”. As with the Level 1 Validator and Manpower Claimant Validator, the requirement would then be in the requestor’s ‘inbox’ in a Requires Attention Status. Will skip that step.
- Will now sign off as HQ Action Officer and login as HQMC Approval Role.

NMCMPMS - Requirement Tracking Module - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.ideamatics.net/BETA/rtm/AppHome.aspx Go

NMCMPMS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Requirement Tracking Module

Jurisdiction Report for APPROVE HQ

Selected Role Jurisdiction Information
UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

Requires Attention

Status	# Of Requirements
Reapproval Lapses < 90 days	1
Reviewed By HQ	20

Status Summary

Status	# Of Requirements
Approved	144
Additional Info Required	1
Additional Info Required By Claimant	5
Denied	1
Expired	2
Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1

- Notice: Requires Attention ‘inbox’ contains those requirements that have been “Reviewed by HQ” as well as those that have already been Approved previously but Approval is Lapsing (90, 60, and 30 day notification)
- Select ‘hotlink’ number to load the 20 requirements that have been Reviewed By HQ. (Load at Request Level)

Request Browse - Microsoft Internet Explorer



File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtn/RequestBrowse6.aspx?mode=B&stat=RVD&juris=1> Go

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve

Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Reviewed By HQ Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 4.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
+>	Select	1035	1	1035	68890	COMLANTFLT	SYS ADMIN TE... 00063	SYS ADMIN TE... 2004.03.	
+>	Select	1055	1	1055	55205	CMC	REQUESTOR T... 55205	IMEF	2004.03.
+>	Select	1073	1	1073	21847	COMPACFLT	REQUESTOR (... 21847	ADM JONES	2004.03.
+>	Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (... 21847	CAPT JONES	2004.04.

- Select the requirement approver desires to take for action.

Done

Internet

Request - Microsoft Internet Explorer

NMCMPs RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Request Delete Request Update Request Info Comments Audit Log Close Request

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Create Approval Package

Requestor Information

Name: REQUESTOR (STENNIS)
UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of Information

Name:
UIC : UIC Name:

Destin Manpo UIC : 2

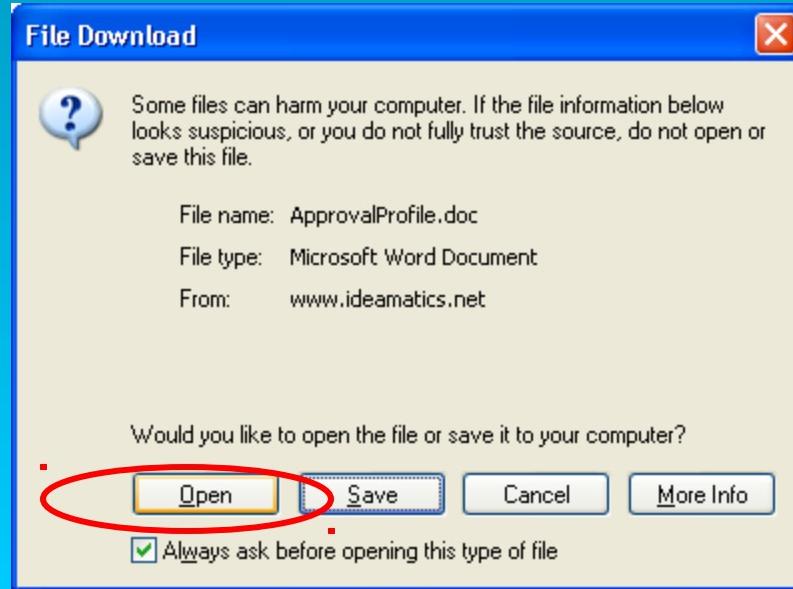
Line Item Global Update

- There are 15 IA requirements within this request that have been “Reviewed By HQ”.
- After discussions with AO, decision was made to recommend approval of all 15 requirements.
- Select “Create Approval Package”

Select	HM2	E5	3	Select
Select	AO3	E4	3	Select
Select	111X	O2	4	Select
Select	210X	O3	2	Select
Select	ARF?	F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Rejected	1	4.55%	Select
Select Reviewed By HQ	15	68.18%	Select
Select Planned for Internal Scrapping	4	18.18%	Select



- Pop-up Window appears.
- Select “Open” or “Save”
- Will select “Open”

Date: 2004.04.08 0939															
CRI: 1104															
Requestor: REQUESTOR (STENNIS)															
Requestor UIC: 21847 (CVN 74 JOHN C STENNIS)															
Authorized By: CAPT JONES															
Destination UIC: 21847 (CVN 74 JOHN C STENNIS)															
Manpower Claimant: COMPACFLT															
Total Approval Package Requirements: 15															
Requirement Breakdown															
Officers:															
<table border="1"><thead><tr><th>Designator</th><th>NOBC</th><th>Begin Date</th><th>End Date</th><th>Count</th></tr></thead><tbody><tr><td>111X</td><td></td><td>2004.06.01</td><td>2006.05.31</td><td>3</td></tr><tr><td>210X</td><td></td><td>2004.06.01</td><td>2006.05.31</td><td>2</td></tr></tbody></table>	Designator	NOBC	Begin Date	End Date	Count	111X		2004.06.01	2006.05.31	3	210X		2004.06.01	2006.05.31	2
Designator	NOBC	Begin Date	End Date	Count											
111X		2004.06.01	2006.05.31	3											
210X		2004.06.01	2006.05.31	2											
Enlisted:															
<table border="1"><thead><tr><th>Rating</th><th>NEC</th><th>Begin Date</th><th>End Date</th><th>Count</th></tr></thead><tbody><tr><td>ABE2</td><td></td><td>2004.06.01</td><td>2006.05.31</td><td>10</td></tr></tbody></table>	Rating	NEC	Begin Date	End Date	Count	ABE2		2004.06.01	2006.05.31	10					
Rating	NEC	Begin Date	End Date	Count											
ABE2		2004.06.01	2006.05.31	10											
Approved: _____ Date: _____															

- Approval Package is generated.
- Package is presented to the Admiral for approval/disapproval of requirements
- Example: Admiral approves all with the exception of 2 of the ABE2 requirements. Makes his notes and signs.

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0

User: APPROVE HQ

UIC: 00011

Role: Approve

Help

Request

[Delete Request](#)[Update Request Info](#)[Comments](#)[Audit Log](#)[Close Request](#)

- CRI: •HQ Approver goes back and selects the ABE2 Line Item

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of Information

Name:

UIC : UIC Name:

Destination Information

Manpower Claimant : COMPACFLT

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#)

[Select All](#)[Clear All](#)[Add](#)[Delete](#)[Global Update](#)

Select	<input type="checkbox"/>	HM2	E5	3	Select
Select	<input type="checkbox"/>	AO3	E4	3	Select
Select	<input type="checkbox"/>	111X	O2	4	Select
Select	<input type="checkbox"/>	210X	O3	2	Select
Select	<input checked="" type="checkbox"/>	ABE2	E2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Rejected	1	4.55%	Select
Select Reviewed By HQ	15	68.18%	Select
Select Planned for Internal Sourcing	1	4.55%	Select

Line Item - Microsoft Internet Explorer

NMCMPS RTM Version 4.0

User: APPROVE HQ

UIC: 00011

Role: Approve

Help

Line Item

Update Line Item

Comments

Audit Log

Close Line Item

Request

CRI: 11

Line Item

Rating/

- HQ Approver selects 2 of the ABE2 requirements.
- Select “Global Update”

Requirements (10 requirements) [Refresh Grid](#)

Select All

Clear All

Add

Delete

Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	Select
Select	<input checked="" type="checkbox"/> EF-1104-0013	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input checked="" type="checkbox"/> EF-1104-0014	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input type="checkbox"/> EF-1104-0015	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input type="checkbox"/> EF-1104-0016	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input type="checkbox"/> EF-1104-0017	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input type="checkbox"/> EF-1104-0018	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input type="checkbox"/> EF-1104-0019	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	<input type="checkbox"/> EF-1104-0020	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select

Requirement Status Summary (Total Requirements: 10)

Status	Current Requirements	Percentage	Select
Select	Reviewed By HQ	100.00%	Select

Requirement Global Update -- Web Page Dialog



NMCMPS RTM Version 4.0

User: APPROVE HQ

UIC: 00011

Role: Approve

Help

Request Status: Reviewed By HQ

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Edit Status

Edit Requirement(s)

Save

Cancel

Close

* REQUIRED FIELDS

— TRANSFERRED TO NIPRNET

•Select “Edit Status”

Status -- Web Page Dialog

Current Status: Reviewed By HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> ... : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input type="checkbox"/>		Sourced:
Canceled: <input type="checkbox"/>		

Refresh Save Close

- Notice: Approver can Approve or Deny the requirement, as well as send it back to requestor for “Additional Info Required”
- NOTE: Will “Deny” these 2 as directed by the Admiral.

Status -- Web Page Dialog

Current Status: Reviewed By HQ Recall Status:

Level 1 (Prior To Claimant)

Pending Submission:	<input checked="" type="checkbox"/>
Submitted To <input type="text"/> ... :	<input checked="" type="checkbox"/>
Planned For Internal Sourcing:	<input type="checkbox"/>
Validated To Claimant :	<input checked="" type="checkbox"/>
Additional Info Required:	<input type="checkbox"/>
Rejected:	<input type="checkbox"/>
Canceled:	<input type="checkbox"/>

Level 2 (Manpower Claimant)

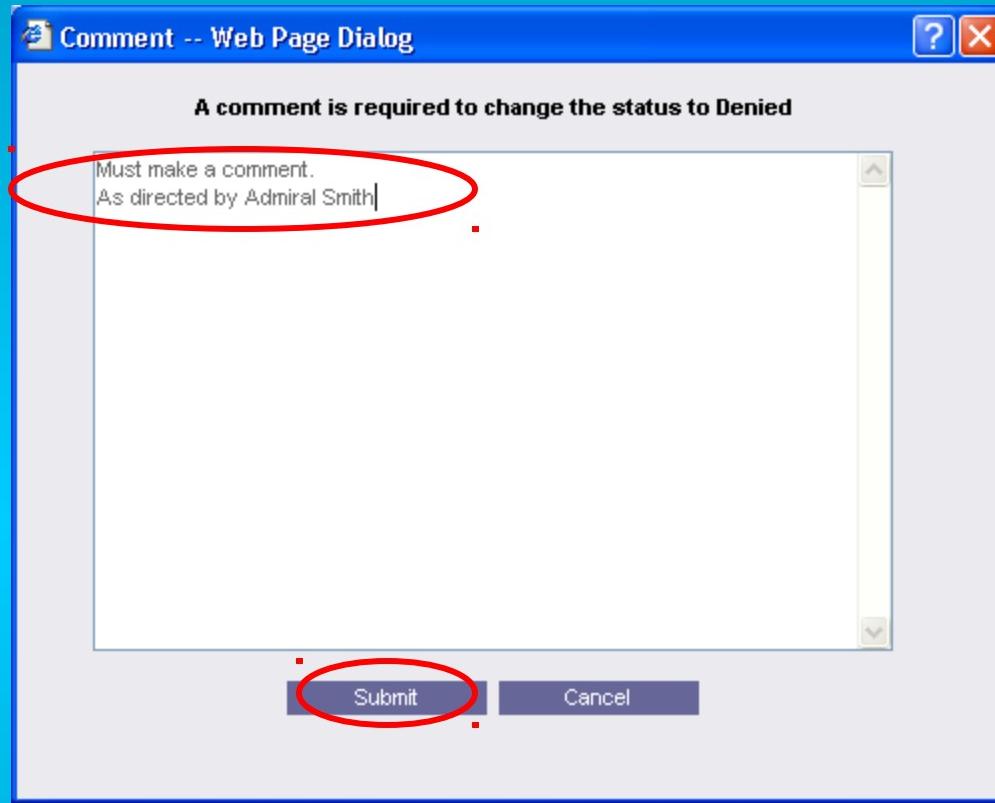
Planned For Internal Sourcing:	<input type="checkbox"/>
Validated To HQ:	<input checked="" type="checkbox"/>
Additional Info Required:	<input type="checkbox"/>
Rejected:	<input type="checkbox"/>

Level 3 (Headquarters)

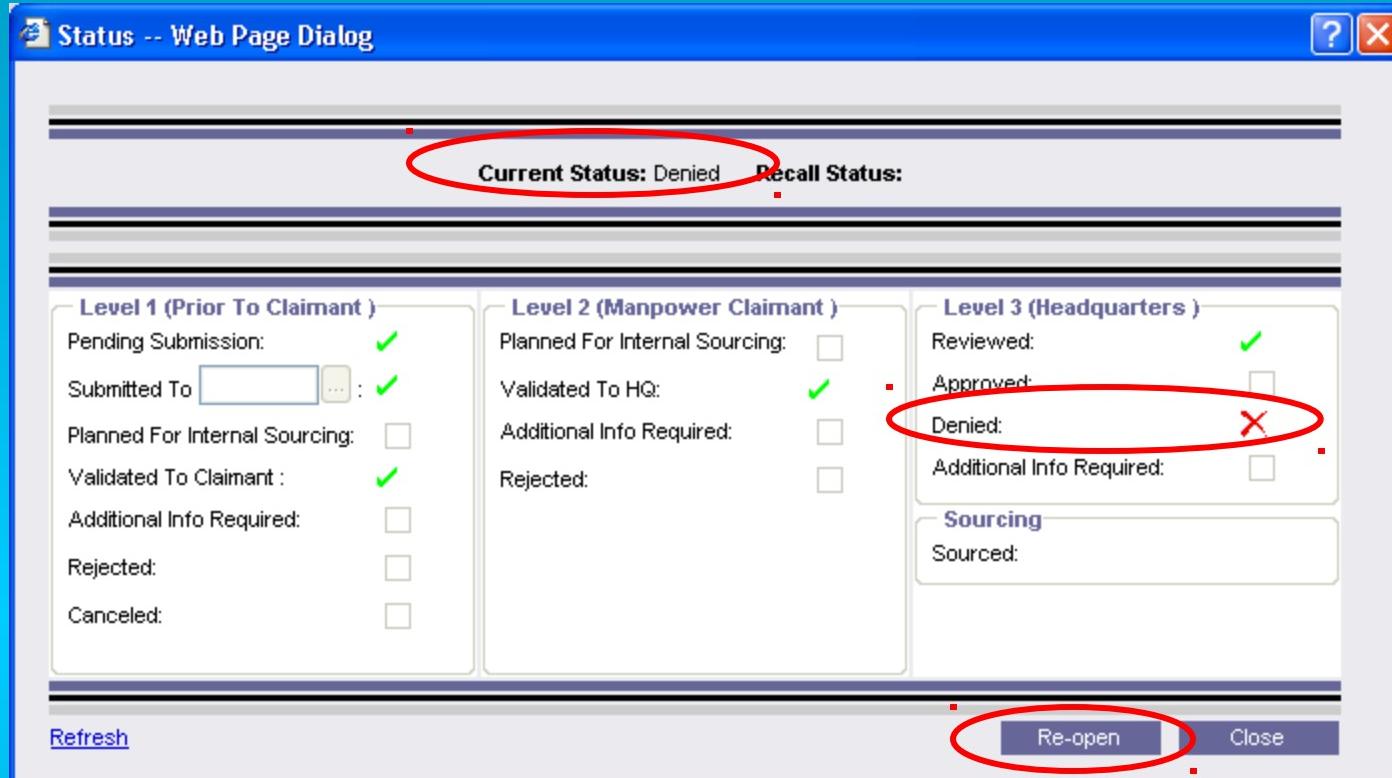
Reviewed:	<input checked="" type="checkbox"/>
Approved:	<input type="checkbox"/>
Denied:	<input checked="" type="checkbox"/>
Additional Info Required:	<input type="checkbox"/>
Sourcing	
Sourced:	

[Refresh](#) Save Close

- To deny requirement(s), approver selects “Denied” then “Save”.



- Pop-up Window appears.
- You MUST make a comment if you deny a requirement.
- Then “Submit”



- Notice: Current status immediately changes to “Denied” status
- The requirement will now display in the “requestor’s inbox” with a denied status.
- Also notice the addition of a “Re-Open” button.
- This allows HQ to “Re-Open” the requirement, reverting status back to “Reviewed by HQ”. Used to re-open requirement for various reasons after decision was initially made to deny the requirement.

Line Item - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Line Item Update Line Item Comments Audit Log Close Line Item

Request Information
CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

Line Item Information
Rating/Designator : ABE2 NEC/NOBC : Pay Grade: E2 Quantity: 10

Requirements (10 requirements) Refresh Grid Select All Clear All Add Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	Select
Select	EF-1104-0013	2004.06.01	2006.05.31					9FG		D	2004.04.08	Select
Select	EF-1104-0014	2004.06.01	2006.05.31					9FG		D	2004.04.08	Select
Select	EF-1104-0015	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	EF-1104-0016	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	EF-1104-0017	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	EF-1104-0018	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	EF-1104-0019	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select	EF-1104-0020	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select

Requirement Status Summary (Total Requirements: 10)

Status	Current Requirements	Percentage	Select
Denied	2	20.00%	Select
Reviewed By HQ	8	80.00%	Select

- Notice now there are now 2 of the 10 ABE2 requirements in a Denied Status.
- Close Line Item

Request - Microsoft Internet Explorer

NMCMPs RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Request Delete Request Update Request Info Comments Audit Log Close Request

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Create Approval Package

- Notice there are still 15 requirements in a “Reviewed By HQ” status
- Select “Refresh Grid”

UIC : UIC Name:

Destination Information

Manpower Claimant : COMPACFLT

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	HM2	E5	3	Select
Select	AO3	E4	3	Select
Select	111X	O2	4	Select
Select	210X	O3	2	Select
Select	ABE2	E2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Rejected	1	4.55%	Select
Select Reviewed By HQ	15	68.18%	Select
Select Planned for Internal Counseling	4	18.18%	Select

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0

User: APPROVE HQ

UIC: 00011

Role: Approve

Help

Request

Delete Request

Update Request Info

Comments

Audit Log

Close Request

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES

Create Approval Package

- After Refreshing Grid, notice that the 2 just denied are now reflected as such.
- Now to “Approve” the remaining 13 requirements as directed by the Admiral, “Select” the 13 in a “Reviewed By HQ” status

Destination Information

Manpower Claimant : COMPACFLT

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#)

Select All Clear All Add Delete Global Update

Select	Rating/Desiq.	NEC/NOBC	Pay Grade	Qty	Select
Select	<input type="checkbox"/> HM2		E5	3	Select
Select	<input type="checkbox"/> AO3		E4	3	Select
Select	<input type="checkbox"/> 111X		O2	4	Select
Select	<input type="checkbox"/> 210X		O3	2	Select
Select	<input type="checkbox"/> ARF?		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	Select
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Denied	2	9.09%	Select
Select Rejected	1	4.55%	Select
Select Reviewed By HQ	13	59.09%	Select

StatusGroup - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Status Group Close Status Group

Request Information
CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

Status Information
Status: Reviewed By HQ

Requirements (13 requirements) Refresh Grid

Select All Clear All Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	Action
Select	EF-1104-0008	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0009	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0010	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0011	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0012	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0015	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0016	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0017	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0018	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0019	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0020	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0021	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select
Select	EF-1104-0022	2004.06.01	2006.05.31				9FG	RVD			2004.04.08	Select

•Again, in the Status Group window, “Select All”
•Global Update

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Request Status: Reviewed By HQ

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

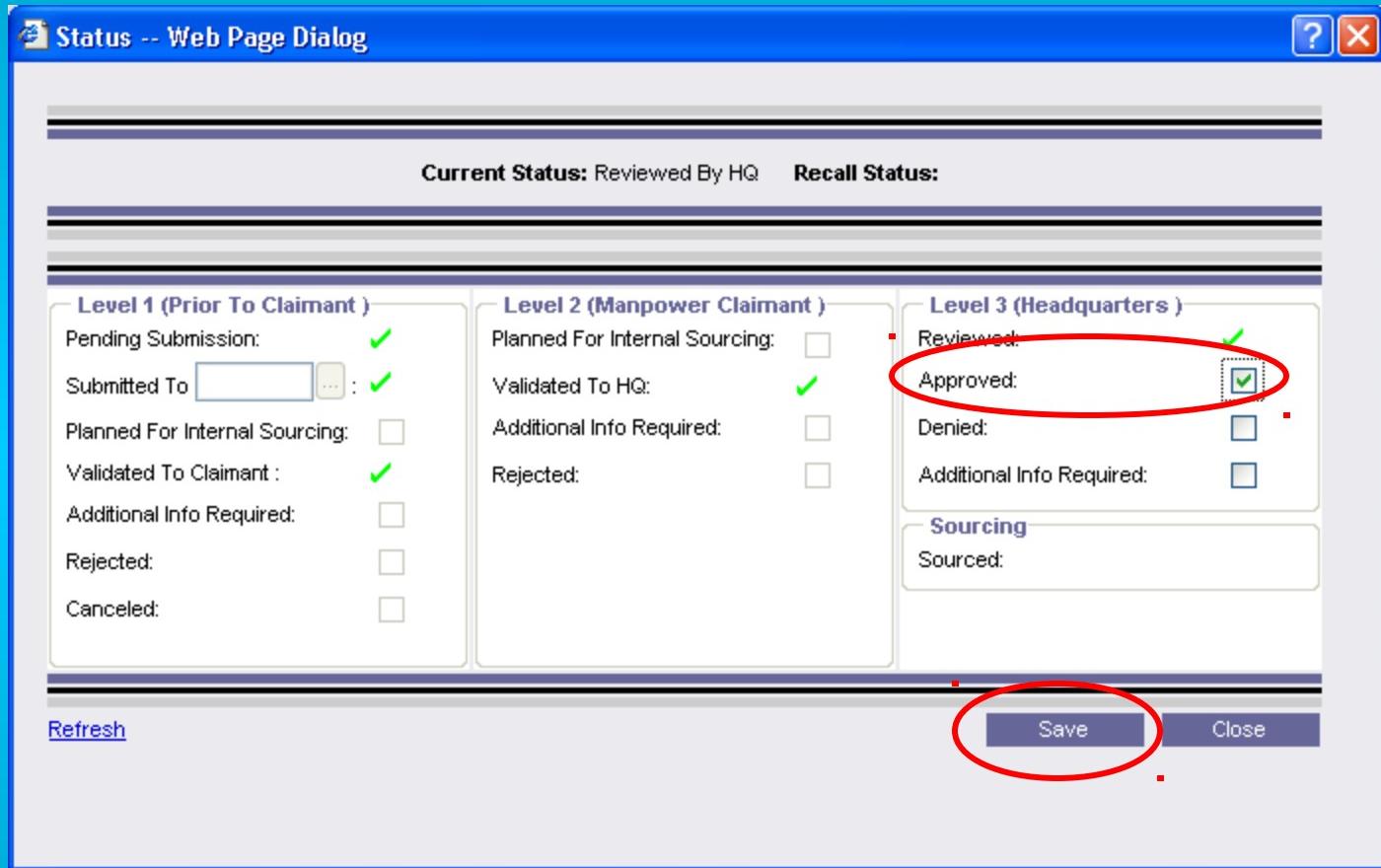
Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

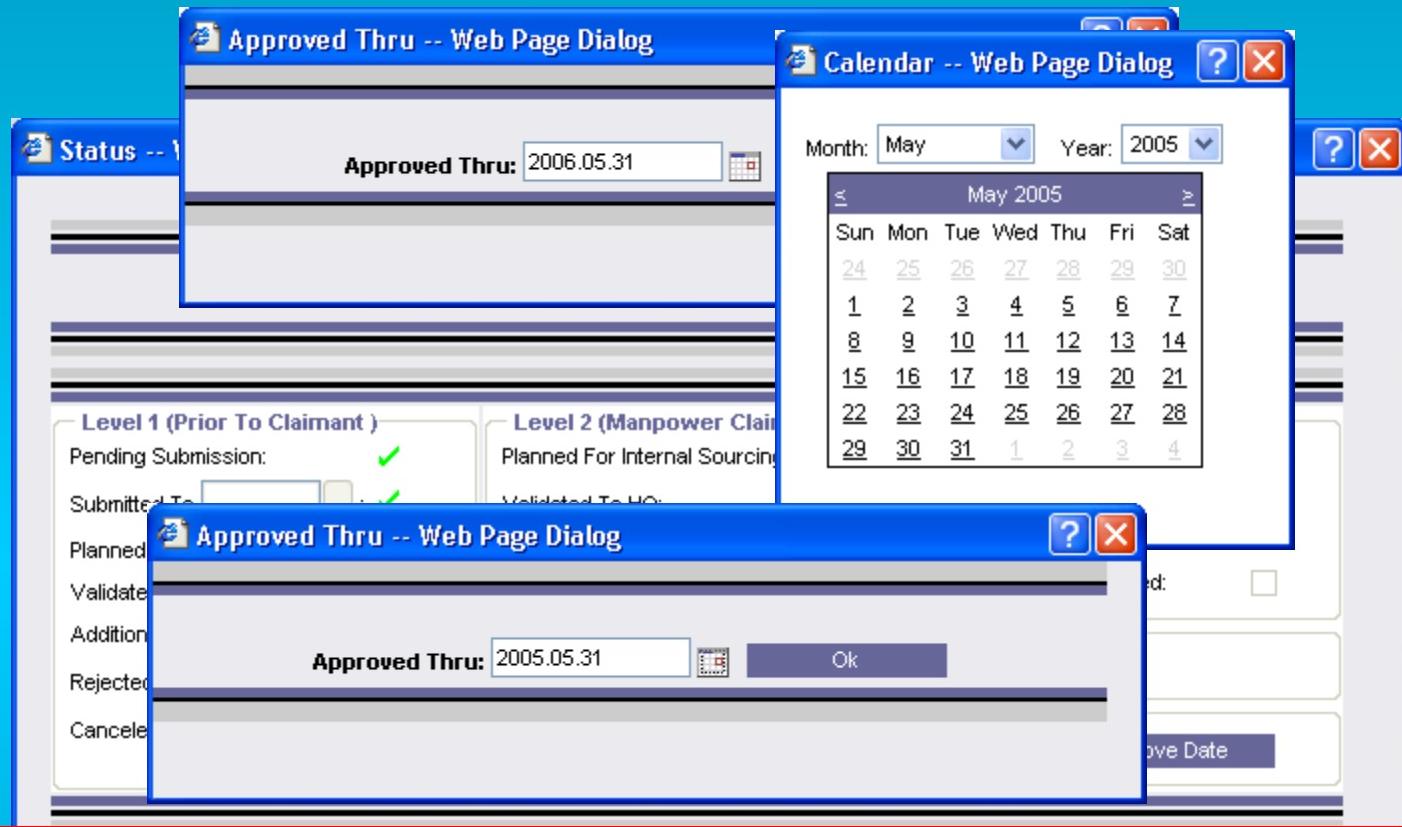
CRI: 1104

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

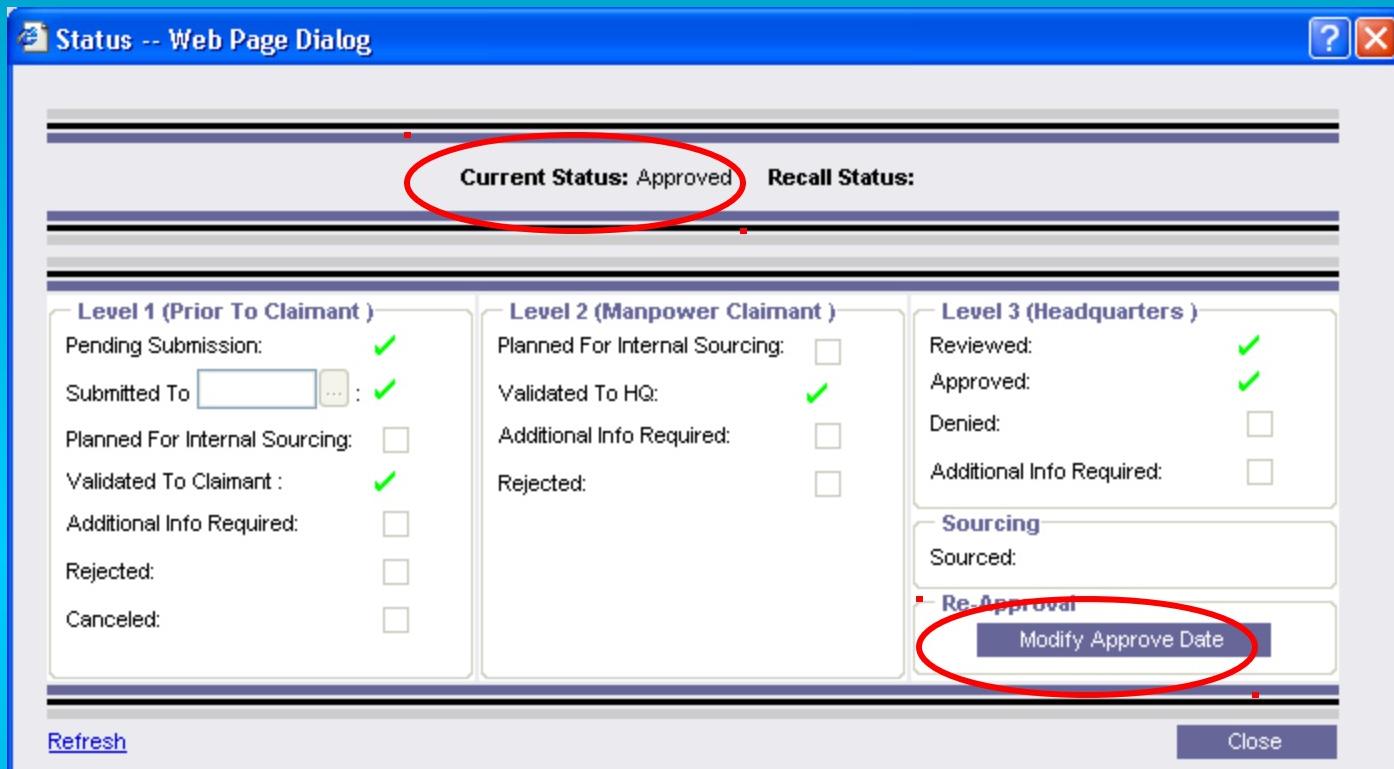
• Again, select “Edit Status”



- Approver indicates "Approved"
- Select "Save"



- Once select Approved, then calendar pops up for selection of “Approved Thru date. Approved requirement to approved for sourcing only till selected date.
- Note in example, requirement was identified by requestor to be required till 2006.05.31. The HQ Approver, using calendar, approves requirement only thru 2005.05.31. Then clicks OK.



- Requirement is now Approved, but only thru 2005.05.31.
- Beginning 9- days prior to 2005.05.31, this requirement will appear in the approvers “inbox” as Requires Attention with a status of “Reapproval Lapses <90 Days”.
- At which time, HQ Approver reviews the requirement, makes recommendation to the Admiral. Can then “Modify Approve Date” as directed by the Admiral.

- Once requirement is “Approved” the HQ Sourcing now has requirement for action
- Sourcing will be covered in the Lessons developed for the Sourcing Module.
- NOTE: Every 2 hours the information on the Approved Requirements are exported into the unclassified Sourcing Module.
- At the same time, information from the unclassified Sourcing Module is imported into the classified Requirements Tracking Module.
- This sequence updates the RTM with the sourcing status and history for each requirement.

SUPPORT



**Additional documentation can be found in the
NMCMPs Help files.**

**For any questions regarding this system please call
IDEAMATICS, Inc at 1-800-247-IDEA or (703) 903-
4972.**